

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS0657966

Date Posted: 07/01/13

POSITION NO: 944379

Closing Date: 07/15/13

CLASS CODE: 1260

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT NAME: DPS/Navajo Police Department

DEPARTMENT NO: 65 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Monday to Friday

Permanent: ☒

SALARY:

Hours: 8:00am to 5:00pm

Temporary: ☐

Duration: \$ 32,073.60 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for supervisor's review/signature; prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; orients, monitors and oversees the work of support staff; evaluates office operations and recommends new or enhance policies and/or procedures; assists in administrative problem solving, project planning and development and execution of stated goals and objectives. Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, hearings, events, interview, appointments and/or other similar activities, including coordinating travel and lodging arrangements; prepares, transcribes; composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquires of visitors, review and control of incoming and outgoing correspondence, and follow up on operational commitments.

Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requiring in-depth knowledge of work department, programs and operations; provides information to others requiring interpretation of policies and procedures, rules and regulations serves as liaison between the work unit and other internal and external entities; assesses users to ensure needs are met. Initiates and maintains record of encumbrances and expenditures; takes a lead role in preparation of budget estimates; reviews, prepares and may authorize purchase requisitions and payment of invoices; may manage petty cash disbursements and reconciliations; collects and compiles statistical, financial and other information for special or periodic reports; requisitions supplies, equipment, printing, maintenance and other services; leads and trains subordinates; may participate in hiring decisions and performance appraisal.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Business or related field; and

**Experience:**

five (5) years responsible office administration and management experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).***

**Special Knowledge, Skills and Abilities:**

Knowledge of office management/administrative support practices and procedures; policies, practices, procedures and terminology appropriate to assigned function; basic budgeting procedures and financial recordkeeping; variety of computer software, including word processing, database and spreadsheet applications; supervisory methods and techniques; budget preparation, monitoring and administration. Skill in preparing a variety of record, report, and correspondence using appropriate formats; maintaining complex files and records; following complex oral and written instructions, policies and procedures; operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters; conducting research and preparing reports, documents and correspondence; utilizing computer databases to research, maintain, and update records and files; applying in the release of confidential information; supervision, evaluating, training and motivating employees; establishing and maintaining effective working relationships with others.

**License/Certification Requirements:**

**PREFERRED:** Must possess a valid State Driver's license. Must not have any felony convictions or convictions involving moral turpitude. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Within 6 months of employment must pass a background investigation.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**